

**MINUTES OF THORNLEY PARISH COUNCIL**  
**MONTHLY MEETING**  
**THORNLEY VILLAGE CENTRE**  
**4 NOVEMBER 2025**

**Present:** Parish Councillors Mrs. P. Maddison (Vice Chair), Mrs. A. Galley, Mr. K. Joyce, Mr. G. MacPherson, Mr. D. Smith and Mr. T. Unsworth.

**In attendance:** County Councillor N. Craggs; C. Llewelyn, Parish Clerk.

**Public:** no members of the public were present.

**Meeting Commenced: 6:30pm**

**441. To elect a Vice Chairperson and receive their Declaration of Office**

The resignation of the Vice Chair had been received. Discussion took place.

**Resolved:** Cllr Mrs P. Maddison is elected Vice Chair and her Declaration of Office is received.

**442. To receive apologies for absence**

Apologies were received from Parish Councillors Ms. E. Bramfitt, and Mrs. J. Unsworth (Chair).

**Resolved:** that the apologies be received.

**443. To receive declarations of interest in items on the agenda**

No declarations of interest were made.

**Resolved:** the information is noted.

**444. To confirm the Minutes of the Monthly Meeting held on 2 September 2025**

The draft minutes of the meeting held on 2 September 2025 had been circulated.

**Resolved:** that the minutes of the Monthly Meeting held on 2 September 2025 be approved, confirmed and signed as an accurate record.

**445. Public question and answer session**

No members of the public were present.

**Resolved:** to note the information.

**446. To receive the report of the Unitary County Councillor**

County Councillor Craggs gave an update including:

- Lumiere
- Incinerator
- Speed bumps
- Fencing behind Village Garage and stones for pump track area
- Remembrance.

Parish Councillors raised trees on the road to Ludworth, notice and communications for scheduled roadworks, bus shelters, Crossways junction and the A181.

**Resolved:** to note the information.

**447. To receive the Police Report**

The PCSOs had sent dates for public PACT meetings.

**Resolved:** the information on PACT meetings is received.

## **448. Payments, Finance & Budgetary Control Reports**

### **a) To approve the finance report and payment schedule**

The Clerk advised that the Council's bank balances at 30th September 2025 were **£197,280.60**.

August

<b>No.</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
1.	Halls of Durham	Janitorial Supplies	£69.12
2.	Document Solutions	IT Maintenance	£199.44
3.	Tesco Mobile	Mobile Phones x2	£16.20
4.	XL Team	First Aid for Pump Track Launch Event	£112.80
5.	A. Local Government Pension Scheme B. NEST C. HMRC	Employer Liabilities and Pension Contributions	£4,166.57
6.	Hartz Entertainment	Peppa Pig Visit	£60.00
7.	Wonderful Whippy	Ice Cream Van for Pump Track Launch	£127.50
8.	Society of Local Council Clerks	Annual Membership	£238.00
9.	Angela Bromage	Nature Explorers Workshops	£500.00
10.	Hartz Entertainment	Magic Land Event	£504.00
11.	Hartz Entertainment	Jurassic Park Events x2	£670.00
12.	Hartz Entertainment	Superheroes Events x2	£804.00
13.	Olivers Tree Services	Tree Works (Depot Area)	£900.00
14.	Viking Office Depot	Stationery & Cleaning Supplies	£101.95
15.	British Gas	Electric Thornley Village Centre (TVC)	£132.06
16.	Post Office	Postage Stamps	£20.88
17.	Clark & Kent Contractors	Pump Track Final Payment (partially grant funded)	£1,896.00
18.	Mark Allon	Window Cleaning TVC	£15.00
19.	ScreenPrint	Laminated Signs x7 Pump Track	£126.00
20.	Aldi	Summer Activities Refreshments	£53.58
21.	Home Bargains	Summer Activities Resources	£64.62
22.	Aldi	Summer Activities Resources	£99.92
23.	Gamer Entertainer	Gaming Truck Sessions	£440.00
24.	ITC Services Ltd	Website Domain & Hosting	£32.40
25.	ITC Services Ltd	Printing & Photocopying	£44.17
26.	ADT	Signal Transmission Service TVC	£1,137.35
27.	Viking Office Depot	Stationery & Diaries	£86.52
28.	Staff	Mileage x2	£25.20
29.	Staff	Wages (August)	£10,867.45
30.	Village Takeaway	Event Catering	£15.00
31.	NEREO (North East Regional Employers)	DBS Check Fee	£63.90

32.	British Gas	Gas TVC (monthly)	£99.72
33.	Bowburn Garage	Petrol for Mowers	£50.12
34.	Tesco	Mobile Phone for Grounds Staff	£69.00
35.	Turfcare	Line Marker Welfare Park	£376.80
36.	Royal British Legion	Remembrance Wreath	£24.49
37.	Amazon Go Packaging Products Ltd	Padlock and duct tape	£25.88
38.	Amazon Valtti Ltd	Road Marking Paint	£17.77

September

No.	Payee	Description	Amount
1.	Tesco Mobile	Mobile Phones x3	£21.55
2.	A. Local Government Pension Scheme B. NEST C. HMRC	Employer Liabilities and Pension Contributions	£5,995.45
3.	Edward Egglestone	Payroll Calculations	£213.00
4.	Your NRG	Diesel for Machinery	£432.37
5.	Pear Technology	Map Software Technical Support	£250.00
6.	Document Solutions	IT Maintenance	£199.44
7.	BT	Landlines & Broadband	£803.34
8.	British Gas	Electric TVC (monthly)	£131.25
9.	ITC Service Ltd	Printing & Photocopying	£49.94
10.	ITC Service Ltd	Website Domain & Hosting	£32.40
11.	Wave	Water Library Allotments (quarterly)	£41.58
12.	Wave	Water Welfare Park (quarterly)	£84.81
13.	Wave	Water TVC (quarterly)	£384.24
14.	Wave	Water Coopers Close Allotments (quarterly)	£427.80
15.	Mark Allon	Window Cleaning TVC	£15.00
16.	Screwfix	Paint for Welfare Pavilion	£29.99
17.	Allotment Tenant	Allotment Bond & Key Deposit Return	£57.50
18.	Staff	Wages (September)	£8,911.29
19.	British Gas	Electric Welfare Park	£15.11
20.	Staff	Mileage x2	£9.45
21.	British Gas	Gas TVC	£90.10
22.	Workplace Depot	COSHH Chemicals Storage Cabinet	£155.99

Costs generally include any applicable VAT.

Future Dated Purchases:

No.	Payee	Description	Amount
1.	Trimdon Concert Brass Band	Bugle Player at Remembrance Ceremony 2025	£35.00
2.	The Workplace Depot	Hazardous Substances Metal Storage Cabinet	£155.99
3.	AJ Guthrie & Son	Wildflower Meadow Cut and Collect	£972.00

Monies received over £100.00:

No.	Payer	Description	Amount
1.	Unity Trust Bank	Interest	£526.09

2.	British Gas	Feed In Tariff (Solar Panels TVC)	£311.06
3.	DCC	Pump Track Section 106 Grant Funding	£29,741.00
4.	Unity Trust Bank	Interest	£513.06

**Resolved:**

**(1) to note the bank balances.**

**(2) to approve the payments in the schedule and the future dated purchases.**

**(3) to note the monies received over £100.00.**

**(4) to note the interest rate decreases reported by the Clerk.**

**b) To note the detailed income and expenditure**

**Resolved: to note the detailed income and expenditure report.**

**c) To receive the completion letter of the External Auditor and the Completed Annual Governance and Accountability Return for the year 2024 to 2025**

The Clerk advised that no issues had been raised by the External Auditor.

**Resolved: to receive the External Auditor Completion Letter and the Completed Annual Governance and Accountability Return for the year 2024 to 2025.**

**d) To receive the draft budget for the year 2026 to 2027**

The budget was circulated to enable Councillors to consider the draft budget in advance of setting the precept in January.

**Resolved: to receive the draft budget for the year 2026 to 2027.**

**449. Progress Reports from Officers and Councillors**

**a) Parish Clerk's Report including correspondence**

i) Update on request to take the freehold of Thornley Village Centre

**Resolved (1): to note that Durham County Council is chasing the Charities Commission regarding the freehold of Thornley Village Centre.**

**Resolved (2): to note the Clerk's Report.**

**b) Reports from Parish Councillors**

i) East Durham Association of Parish and Town Councils

Councillor Smith said the above Association may change due to the possible remodel of Area Action Partnerships.

**Resolved: to support the ongoing work of East Durham Association of Local Councils.**

**c) Community Development Worker's Report**

Parish Councillors were pleased with the direction of work and the social media and publicity.

**Resolved: the Clerk to pass on thanks to the Officers for the good work.**

**d) Grounds Officers' Report**

Resolved: to note the Grounds Officers' Report.

**450. To consider any response to Durham County Council regarding Planning Matters**

**a) To consider any response to Durham County Council regarding planning applications**

1. [DM/25/02618/FPA](#) Land to the South of South Parade DH6 3EG

Resolved: planning application DM/25/02618/FPA is noted.

2. [DM/25/02865/RM](#) Plot 49, Dunelm Stables, Thornley

Resolved: planning application DM/25/02865/RM is noted.

3. [DM/25/02255/FPA](#) Land to the North West of High Crows House, Wheatley Hill DH6 3QL

Resolved: planning application DM/25/02255/FPA is noted.

**b) To consider any planning applications received after the agenda was issued, to be dealt with by the Clerk using delegated authority**

Resolved: to note no planning applications had been received after the agenda was issued.

**451. To consider the pump track including further expenditure**

The Clerk updated Councillors on developments and potential costs, and feedback received.

Resolved:

(1) the hedge alongside the outdoor gym from the front street to be cut to waist height.

(2) the Clerk in consultation with the Chair is approved to seek funding and make expenditure on security measures.

**452. To consider matters relating to Parish Council Allotments**

**a) Liabilities regarding water supply**

Resolved:

(1) the Clerk to look for any funding or costs to provide water butts.

(2) notices to be displayed to tenants of Coopers Close Allotments consulting on limiting water supply to just inside the main gates only.

**b) Plot clearance where required**

Resolved: the vacant plot at Coopers Close Allotments will be secured for the moment with warning signs, and not re-let.

**453. Members' issues and suggestions**

Resolved: the Clerk to arrange a card and flowers for the Chair.

**454. To consider items for the agenda of a future meeting**

Resolved: Parish Councillors contact the Clerk if they wish to raise any matters.

**455. Date and time of the next meeting of the Parish Council**

Resolved:

(1) to confirm the date and time of the next ordinary meeting as 6.30pm on Tuesday 13 January 2026.

(2) the Clerk to set up meetings in Outlook Calendar and email to Councillors.

**456. To consider a resolution that the following items are classified as being of a confidential nature in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960; at this point, if agreed, all members of the press and public would be asked to leave the meeting**

Resolved: to ask all members of the press and public to leave the meeting in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

**457. Agree action regarding horses on Parish Council land**

Resolved: the Clerk to contact the insurer for clarification on horses and insurance.

**458. Agree action on Allotment Tenant non-compliance**

Resolved: the Clerk to continue with notices and confirm action already decided by the Council.

**459. Staffing matters**

Resolved: to approve the report presented by the Clerk.

**Meeting closed: 7.55pm.**